



Minutes - APPROVED

Public Records Board

November 23, 2020; 1:00pm
Virtual Meeting via Skype

Board Members Present: Paul Ferguson, James Friedman, Staci Hoffman, Julie Landrie, Abbie Norderhaug, Erin Scharlau and Melissa Schmidt

- 1) **Call to Order:** 1:02 PM. Board Chair, Paul Ferguson, welcomed everyone and called the meeting to order.
- 2) **Approval of August 31, 2020 Minutes:** The Board reviewed the August 31, 2020 draft minutes. James Friedman moved, seconded by Staci Hoffman, that the minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

- 3) **Comments from the Chair:** Board Chair, Paul Ferguson, thanked everyone for attending via Skype again. He appreciates everyone's patience and cooperation during this time. Future meetings may continue to be held virtually as appropriate. Due to current recommendations, first quarter 2021 will most likely be virtual. He reminded everyone to double check the agendas for each meeting.

4) **Committee Reports**

a. **Records Management Committee**

- i. **Review of Records Retention Disposition Authorizations (RDAs) on the Third Quarter Public Records Board (PRB) Records Series Indexes:** Committee Chair, Paul Ferguson, reported the Committee met on October 27, 2020. He reported the submissions were routine and had nothing specific to discuss. He noted several RDAs were withdrawn after the Committee meeting and the reasons for their withdrawal. Paul then opened a discussion of the index by Board members. Board members asked questions about specific submissions which were discussed and answered. Melissa Schmidt moved, seconded by James Friedman, that the submissions on the index be approved. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

b. **Operations and Training Advisory Committee:** The Committee Chair, Julie Landrie, reported on items discussed at the October 20, 2020 meeting.

i. **PRB Training Materials:** The Committee reviewed revisions to the informational sheets which coordinate with the current training PowerPoint presentations. The revised drafts were distributed to Board members prior to this meeting. Julie noted the Committee’s goal were to update the language and content so they are consistent with other, more recent, Board documents. The drafts are being brought forward for Board review and approval. Board members asked questions about the informational sheets and suggested a few amendments. The corresponding PowerPoint presentations will be revised next. Staci Hoffman moved, seconded by Paul Ferguson, that the informational sheets be approved as amended. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

5) **Other Business:**

a. **2021 Schedule:** Paul reminded everyone that meeting locations may change to virtual as appropriate even though there are room locations listed on the schedule. Staci Hoffman moved, seconded by Abbie Norderhaug, to approve the 2021 schedule as amended. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

6) **Adjourn:** Paul Ferguson moved, seconded by Julie Laundrie, that the meeting be adjourned. The motion was approved. Meeting adjourned at 2:05 PM.

Member	Aye	No	Abstain
James Friedman	N/A		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Next scheduled meeting: March 22, 2021.